

UNITED STATES MARINE CORPS MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION 1600 HENDERSON AVENUE SUITE 238 SAN DIEGO, CALIFORNIA 92140-5001

Depo 5532.1 1A 2 AUG 1996

DEPOT ORDER 5532.1

From: Commanding General To: Distribution List

Subj: KEY CONTROL PROGRAM

Ref: (a) OPNAV 5530.14B

(b) Navy Lock and Key Control Guide (NOTAL)

Encl: (1) Sample Key Control Register

(2) Lost Key Report

(3) Key Inventory Record

1. <u>Purpose</u>. To publish policies, procedures and guidelines for handling, issuance, recovery, and lost keys.

2. General

- a. <u>Key Control Officer</u>. A command Key Control Officer will be designated in writing by the Commanding General. Subordinate Commanders will designate a key control officer for their organization. Personnel selected should have a current security clearance equal to the highest level of classified material held at the command, or at least a secret. The Key Control Officer is responsible for the operation and general function of the facility key and lock control program. The designated person reports to the Commander on all matters pertaining to the key and lock control and program organization. Specific duties include:
- (1) Determining location and category of all locks at a given facility.
 - (2) Determining status of all keys currently in use.
- (3) Arranging for all key storage including selecting locked containers, key rings, key tags, etc.
 - (4) Recommending areas for possible master key use.
 - (5) Designating Key Custodians as needed.
- (6) Developing log procedures and forms for practical daily use that comply with references (a) and (b). Enclosures(1) through (3) are samples that may be used for this purpose.

- (1) Develop Lock and Key Control Programs for the facilities they are responsible for.
- (2) Publish standard operating procedures for those programs.
 - (3) Appoint designated personnel in writing.

J. M. GUERIN

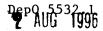
Chief of Staff

DISTRIBUTION: A

Key Control Register to be retained on file for 6 months. (Ref: OPNAVINST 5530.13)
Inventory of keys and locks will be conducted semi-annually and records retained a minimum of 1 year.

Signature of Individual Receiving Key(s)	Date/Hour of Issuance	Serial Number/ Identification of Key(s)	Signature of Individual Issuing Key(s)	Date/Hour of Return	Signature of Individual Receiving Returned Key(s)
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LOST KEY REPORT



FROM (Custodial Dept.)	TO: Commanding Officer	VIA:	DATE	
COMPLETE KEY NO.	ТҮРЕ	BUILDING NO. (Lock Location)		
DESCRIPTION (Space or m	aterial controlled by lost key)			
DEPARTMENT CUSTODIA	N	KEY HOLDER		
EXPLANATION OF LOSS				
ACTION	TAKEN (To be Completed	by Department Directo	r)	
DISCIPLINARY ACTION (If	any)			
CORRECTIVE ACTION TAI	KEN OR RECOMMENDED (Spe	cify)		
SIGNATURE (Department D	irector)			
PLEASE SUBMIT IN THREE COPIES				
FROM TO Commanding Officer		VIA	DATE	
1. CONTENTS NOTED; RE	COMMEND:			
a. Replacement of: Lock Sub-Master System Replacement of Key Only Key be Dropped From Accountability Key Series be Withdrawn Other REMARKS				
SIGNATURE (Key Control C	fficer)			
FROM Commanding Officer	то	VIA	DATE	
	Disapproved	J. ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
FROM	то	VIA	DATE	
Take Action Indicated Return Yellow Copy to	Above. When Complete			
SIGNATURE				
Copy to: Custodial Department (Gold) Code (Pink)	- ,	White) Yellow)		

KEY INVENTORY RECORD

			(DI	EPARTMENT)	
On_		_keys_	#1 thru #	_were inventoried by_	
	(DATE)		(KEY I.D.)		SIGNATURE (PRINT NAME)
DIS	CREPAN	CIES			
On_		_keys_	#1 thru #	were inventoried by	
	(DATE)		(KEY I.D.)		SIGNATURE (PRINT NAME)
DIS	CREPAN	CIES			
On_		_keys_	#1 thru #	were inventoried by	
	(DATE)		(KEY I.D.)		SIGNATURE (PRINT NAME)
DIS	CREPAN	CIES			•
On		keys	#1 thru #	were inventoried by	
_	(DATE)		(KEY I.D.)	-	SIGNATURE
DIS	CREPAN	CIES			(PRINT NAME)
On		keys	#1 thru #	were inventoried by	
_	(DATE)		(KEY I.D.)	were inventoried by	SIGNATURE (PRINT NAME)
DIS	CREPAN	CIES			(110011100)
On		keys	#1 thru #	were inventoried by_	
-	(DATE)		(KEY I.D.)	_were inventoried by_	SIGNATURE (PRINT NAME)
DIS	CREPAN	CIES	······································		(PAINT NAME)
On		kevs	#1 thru #	were inventoried by	
•	(DATE)		(KEY I.D.)	were inventoried by	SIGNATURE (PRINT NAME)
DIS	CREPAN	CIES			(PAINT NAME)
On		keys	#1 thru #	were inventoried by	
-	(DATE)	<u> </u>	(KEY I.D.)		SIGNATURE
DIS	CREPAN	CIES			(PRINT NAME)
On		keys	#1 thru #	were inventoried by	
-	(DATE)	- ·	(KEY I.D.)		SIGNATURE
DIS	CREPAN	CIES			(PRINT NAME)